

Part II Chapter 10 Procurement from DGS Multiple Award Contracts

- A. Requirements.** This procedure shall be used by Agencies to purchase materials and/or services available through DGS multiple award statewide requirements contracts.
- B. Procedures.** Agencies follow the procedures for procurement from [Part II Chapter 08, Procurements from Effective DGS Statewide Requirements Contracts](#) along with the following additional requirements:
1. If a contract was awarded to the lowest responsible and responsive supplier for each designated manufacturer, the agency selects the manufacturer whose material best meets the needs of the agency and issues an order to the lowest responsible and responsive supplier for that manufacturer.
 2. If contracts were awarded to the two or three lowest responsible and responsive suppliers for each designated manufacturer, the agency issues a purchase order to the lowest priced supplier for the selected manufacturer. If the agency selects the second or third lowest priced supplier, it must include written justification with the purchase order to explain the selection of the supplier.
 3. If contracts were awarded to all responsible and responsive suppliers, the agency selects the supplier to furnish the materials and/or services based upon best value or return on investment, and provides written documentation with the purchase order for its best value or return on investment.

References:

1. [Part II Chapter 08, Procurements from Effective DGS Statewide Requirements Contracts](#)